



PARK USE AGREEMENT



**BELL
TOWER
GREEN**



BELL TOWER GREEN PARK RULES



PROHIBITED ACTIVITIES

Drugs, Alcohol, Gambling, Vulgar Language
Weapons of any kind except those carried by Police
Fireworks or other Explosives
Solicitation
Gambling
Model Aircraft and/or Drones
Metal Detecting
Skateboarding
Camping

PARK RESERVATION REQUIREMENTS

- Vehicles are not allowed on grass, bridges or pathways.
- No items may be stored for any user/group.
- No items may be left overnight unless approved by the Park Manager or his designee.
- City owned equipment shall not be removed from the facility.
- Decorations cannot be affixed to park structures, trees, or plants by nails, staples or tacks.
- No decorations are allowed on the water wall or in the splash pad.
- Balloons for decoration are permitted, however, balloon releases are not allowed. Renter must remove any broken pieces if balloons pop.
- Open flames, decorations that may be flammable or combustible, smoke or fog generating equipment or apparatus is prohibited. Exceptions: Unity Candles and Birthday Candles
- The use of confetti, bird seed, plant seed or rice is NOT permitted.
- Alcoholic Beverages are not allowed in the park without proper permitting and permission.
- No BBQs or grills unless authorized.
- The placement of tents that require stakes are not allowed, renters can only use weighted tents.
- Tents, tables and chairs are not allowed in the garden beds.
- The time and date of event cannot be changed without Salisbury Parks and Recreation approval.
- The site will be inspected before the event and on the first working day after the event.
- Cancellation within 14 days of reservation will result in the loss of 30% of the total rental fee.
- Reservation must be made by someone 18 or older and must have graduated high school.

**Bell Tower Green Park is always open to the general public unless otherwise noted.
Please plan accordingly.**

All Salisbury Parks and Recreation facilities, parks and green spaces are tobacco free.

Please do your part to help us keep our park system clean. Put litter in its place and pick up after your pets.

Signature

Date

APPLICANT AND EVENT INFORMATION



This application should be used for all Bell Tower Green Rentals. Please complete, in detail, the information below. The application should be turned in according to the application deadline schedule prior to the event.

EVENT ORGANIZER

Company Name: _____

Type of Organization: ☐ Corporation ☐ LLC ☐ Non-Profit/Charitable Event ☐ Individual/Other

Contact Name: _____ Date of Birth: _____

Address: _____

Website Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

On-site Contact Name and Number: _____

SECONDARY EVENT ORGANIZER

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

EVENT DETAILS

Event Name: _____

Event Description (You may provide this information as an attachment if necessary): _____

Is there an admission fee? ☐ Yes ☐ No if so, how much? Adult \$ _____ Child \$ _____

What is the anticipated attendance? _____

Event Date: _____

Event Set Up Time: _____ Actual Event Start Time: _____

Event Tear-Down Time: _____ Actual Event End Time: _____

PARK RESERVATION INFORMATION



What area(s) of the park do

| LOCATION | | | CAPACITY | COUNTY & NON-COUNTY PRICE | | | | |
|----------------|--|------------------|------------------|---------------------------|--------------------|----------------------|-------------------|-------|
| | | | C Rate | C Add. Per Hour | N/C Rate | N/C Add. Per Hour | Damage Deposit | |
| | Green, Amphitheater, Promenade (5 hours) | 4000 | \$750 | \$100 | \$1000 | \$200 | \$300 | |
| | Green (3 hours) | 4000 | \$300 | \$50 | \$500 | \$100 | \$100 | |
| | Promenade (3 hours) | 375 | \$200 | \$50 | \$350 | \$100 | \$100 | |
| | Bell Tower Lawn & Gazebo (5 hours) | 900 | \$300 | \$50 | \$500 | \$100 | \$100 | |
| | Garden Trellis (3 hours) | 285 | \$300 | \$50 | \$500 | \$100 | \$100 | |
| | Natural Play Area | 275 | \$100 | \$25 | \$200 | \$50 | \$50 | |
| | Whole Park Private Event (8 hours) | 5000 | \$4000 | \$250 | | | \$1000 | |
| | Concert/Large Spectator Event (8 hours) | 5000 | \$2000 | \$150 | | | \$500 | |
| AMENITIES FEES | | | | | | | PRICE | |
| | Projector Screen* | | | | | | \$100* | |
| | Activity Cart | | | | | | \$50 | |
| | 6 Foot Table (minimum of 10) | | | | | | Quantity _____ | \$5 |
| | Folding Chair (minimum of 25) | | | | | | Quantity _____ | \$1 |
| | Rain Date Hold (non-refundable) | | | | | | | \$300 |
| | Set Up | | | | | | | \$200 |
| | Additional SPRD Staff | # of staff _____ | # of hours _____ | | \$20/hr per person | | | |
| | *Does not include sound or add’nl staff required | | | | | | | |
| | C = County N/C = Non-County | | | | | | | |

STAFF USE ONLY

Location Fee \$ _____

Additional Hours Fee \$ _____

Damage Deposit \$ _____

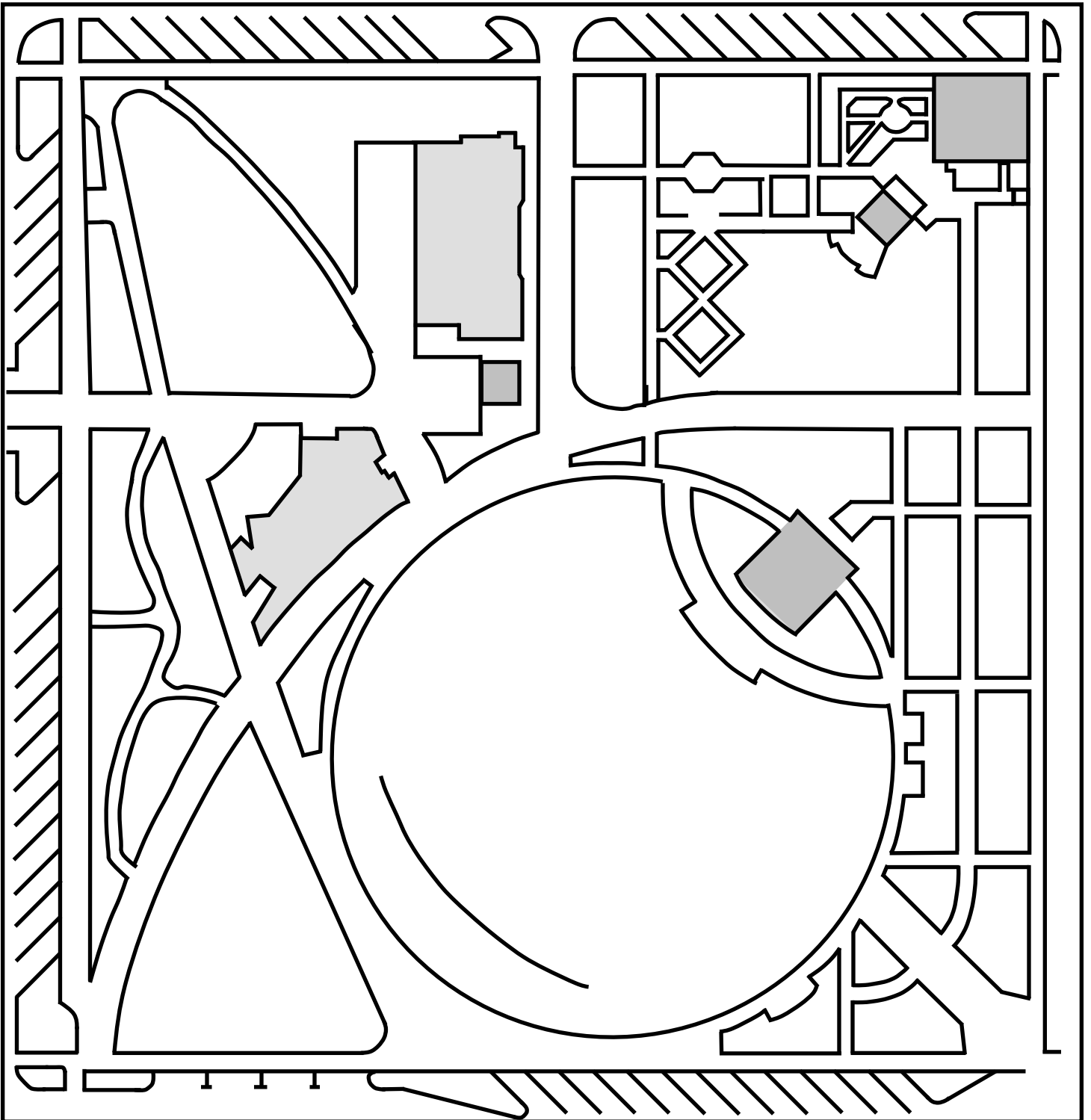
Amenities Fee \$ _____

Total Park Usage Fees Due \$ _____

EVENT SITE PLAN



Please draw your site plan on the park map below. Include a key showing the use of symbols for people, tents, food trucks/cooking stations, tables and chairs, designated alcohol serving areas, additional portable restrooms, if applicable.



NOTICE OF TEMPORARY STREET CLOSURES



s. Church Street, W. Fisher Street, and S. Jackson Street all directly surrounding Bell Tower Green can be closed for your event upon approval as part of the Park Use Agreement. As part of the permit process, organizers are responsible for notifying adjacent businesses, residents and other applicable parties prior to the street closure to notify all affected residents/businesses both on and adjacent to a proposed street closure. Therefore, this document can serve as a notification for the following proposed street closure. Additional attachments may be included as necessary.

Name of Person Responsible for Initiating this Notification: _____

Event Title: _____

A temporary street closure has been requested for the following date(s)/time(s) for the street(s) listed.

Closure Start Date: _____ Closure End Date: _____

Closure Start Time: _____ Closure End Time: _____

Street Name(s) and Block(s): _____

SEE ADDENDUM A—NOTIFICATION OF INTENT TO TEMPORARILY CLOSE STREET FORM

CATERING AND FOOD VENDOR DETAILS



Food handlers must comply with applicable health department requirements. Event organizer is responsible for having all health permits in place for the event, including a certification of hold harmless for the City of Salisbury.

If a professional caterer will be hired for this event, please provide the following information and attach copies of the company's Liability Insurance Certificate, Health Certificate and ABC License if applicable.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

Please submit attachments if necessary.

ALCOHOLIC BEVERAGES



When serving alcohol, state law applies to all dispensing and sale of beverages. Your site plan must clearly identify the boundary of the area where alcoholic beverages are to be served or sold. In accordance with Section 22-151 (2) ABC permits must be obtained and a copy provided to the Salisbury Parks and Recreation Department no less than 7 days prior to the event. Renter agrees that in serving alcohol, it will carefully monitor the amounts served so that any patron who is or appears to be intoxicated will not be served. "Brown Bagging" is not permitted on the premises. For additional information about state ABC requirements contact the Kannapolis/Rowan ABC Board at 704-633-1641 or visit the website at <http://abc.nc.gov/Permit/SpecialPermits>.

Please describe your plan to ensure the safe sale or distribution of alcohol at your event.

STAGING DETAILS

STAGING DETAILS

The following items will be used at the event (Please mark all that apply)

☐ Amplified Music

☐ Live Entertainment

☐ Loud Speaker

☐ Other _____

RESTROOMS AND SANITATION

Some event will require additional portable restrooms and/or hand washing stations and the use of these items may require the Event Organizer to meet ADA regulations. Please contact a rental company to determine the number of stations required based on the standard attendance to restroom ratio.

Will Event Organizer provide portable restroom facilities? ☐ Yes ☐ No

If so, please provide the following information. (Please indicate location(s) on the Site Map.

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

WASTE REMOVAL

Depending on the size of your event you may be required to have additional roll out waste/recycle bins from City of Salisbury Public Services. Salisbury Parks and Recreation will assist you in determining if extra bins are necessary. Any waste related to your event that does not fit into a park trash receptacle or roll out waste/recycle bin must be removed by the Event Organizer. Event Organizers must ensure that the site is clean from debris at the end of the event.

Event Organizer and/or Food Trucks related to your event is responsible for removing their own grease.

PUBLIC SAFETY



POLICE DEPARTMENT

Events with 250 or more in attendance and/or events with alcohol must have a Security and Safety Plan in place to ensure public safety. The Event Organizer will be responsible for arranging Public Safety directly through the Salisbury Police Department. The police officer fee (\$25.00 per hour—CASH ONLY) required for your event shall be **paid directly to the officer(s)** on the date of the event at the beginning of the event. Officers will be required to be at the event one-half hour before to one-half hour after the event ends. Events of 250 or more are required one (1) officer per 250 increment at staff discretion. Alcohol events are required two (2) officers regardless of attendance. The Salisbury Parks and Recreation Department must have the name of the officer(s) at least 15 days prior to the event date. Officer(s) are assigned by the Salisbury Police Department and shall be paid by the Event Organizer.

Events with alcohol sales are required to have a Crowd Manager designated through the North Carolina Department of Insurance. Information is available on the NCDOT website at http://www.ncdoi.com/OSFM/Fire_Safety_Programs. Certificate(s) designating crowd manager(s) must be provided 15 days prior to the event.

Events requiring road closures will follow Salisbury Police Department guidelines of recommended number of officers.

The Salisbury Police Department has the final determination regarding officer staffing needs for event and ensuring public safety.

Name of Officer(s): _____

Required Officer(s) Times: _____

If you have any questions you can visit or call the Salisbury Police Department:

Salisbury Police Department
130 East Liberty Street
Salisbury, NC 28144
(704) 638-5333

MEDICAL PLAN

Any event with 500 in attendance and lasting longer than four (4) hours is required to have a First Aid Station on-site. Please indicate the location on the Site Map.

- ☐ I am requesting the services of the Salisbury Fire Department (see page 10)
- ☐ Event Organizer will provide medical services on site for the event
- ☐ Event Organizer will provide a medical doctor, registered nurse, and/or EMT staff for entire event

If providing an ambulance company, doctor, RN or EMT, please provide the following information:

Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

Fax Number: _____ E-Mail Address: _____

PUBLIC SAFETY CONT.



FIRE DEPARTMENT

The Salisbury Parks and Recreation Department requires that medical staff be in place during certain events to ensure the safety of the participants. The Event Organizer will be responsible for arranging Fire personnel directly through the Salisbury Fire Department. If the Event Organizer chooses to use the services of dedicated off-duty Fire personnel, the fee (\$30.00 per hour) required for your event shall be **paid directly to the Salisbury Fire Department** upon arrangement. The price includes a firefighter who is also a medic, vehicle and medical supplies. The Fire Department Chief or designee will determine the number of medical staff for each event. The Salisbury Parks and Recreation Department must have the name of the fire fighter(s) at least 15 days prior to the event date. Fire fighter(s) are assigned by the Salisbury Fire Department and shall be paid by the Event Organizer.

Name of Fire Fighter(s): _____

Required Officer(s) Times: _____

The Fire Department may be required to inspect certain aspects of your event and will issue correction notices if required and re-inspect the site to insure compliance. Some fees may apply and will be determined by the Salisbury Fire Department.

The Salisbury Fire Department Inspections shall include but not be limited to the following:

- Access to hydrants, fire department connections, fire control rooms
- Event egress
- Tents or canopies 400 sq. ft or larger
- Inflatable bounce houses 200 sq. ft or larger *

***SEE ADDENDUM B—REQUIREMENTS FOR REQUESTING INFLATABLE BOUNCE HOUSE APPARATUS**

If you have any questions you can visit or call the Salisbury Fire Department:

Salisbury Fire Department
514 East Innes Street
Salisbury, NC 28144
(704) 638-5351

HOLD HARMLESS AGREEMENT



In consideration of the receipt of this permit from Salisbury Parks and Recreation, Event Organizer hereby releases Salisbury Parks and Recreation from all injury and any liability of any kind arising from Event Organizer's use and occupancy of city property and agrees to indemnify and hold harmless Salisbury Parks and Recreation, its agents, or servants.

In no event shall Salisbury Parks and Recreation be liable for any damage or injury to Event Organizer or any agent or employee of Event Organizer or to any person coming upon the premises in connection with the Event Organizer's use and occupancy of the premises.

Event Organizer acknowledges that it shall reimburse Salisbury Parks and Recreation for any and all damage to Salisbury Parks and Recreation property, its agents and/or its servants as a result of the use and occupancy of the premises (ordinary wear and tear excepted) by Event Organizer, its agents, or servants, or by any person coming upon the premises during the Event Organizer's use as an invitee or licensee of the Event Organizer.

Event Organizer agrees that the rights and obligations under the permit and this agreement shall inure to and be binding on its successors and assigns.

This hold harmless agreement must be signed by Event Organizer and received by Salisbury Parks and Recreation before any permit will be issued.

Event Organizer's Signature: _____ Date: _____

CERTIFICATE OF INSURANCE



Host Organization and/or Event Organization will provide a Certificate of Insurance in order to provide satisfactory evidence sufficient coverage for the types, limits, forms and ratings required by the City's Risk Manager or City Attorney or their designee.

Print Name

Title

Signature

Date

Certificate of Insurance naming the City of Salisbury as loss payee must be submitted with application.

ACKNOWLEDGEMENT OF FEES



Company Name: _____

Contact Name: _____

Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

By signing this application, I acknowledge that I understand the rules and regulations pertaining to organized activities and public events in Bell Tower Green Park. I agree that I must pay all fees and costs to the Salisbury Parks and Recreation Department in full as applicable. All fees and costs are paid at Salisbury Parks and Recreation, 217 S. Main St., Salisbury, NC 28144.

Park Use Fee Total (less Damage Deposit): _____

Damage Deposit Total: _____

Sum of Fees due to the Salisbury Parks and Recreation: _____

_____ I acknowledge that cancellation within 14 days of my reservation will result in the loss of
Initial Here 30% of my total rental fee.

Signature of Applicant

Date

Signature of Staff

Date

**Name and address above will be used to remit any refundable portions of the damage deposit and other fees as applicable.*

ADDENDUM A

NOTIFICATION OF INTENT TO TEMPORARILY CLOSE STREET

Notification should be provided at least 15 days prior to the event.



| NAME | ADDRESS | NOTIFICATION |
|-------|---------|--|
| <hr/> | <hr/> | <input type="checkbox"/> In Person <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Other Date of Notification: <hr/> |
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ADDENDUM B

REQUIREMENTS FOR REQUESTING INFLATABLE BOUNCE HOUSE APPARATUS

Permitted only at the following outdoor Salisbury Parks and Recreation park and facility sites:

Park Sites: Cannon Park, City Park, Foil Tatum Park, Jersey City Park, Kelsey Scott Park, Lincoln Park, Long Street Park, Salisbury Community Park, Town Creek Park, Bell Tower Green

Facility Sites: City Park Recreation Center, Hall Gym, J.C. Optimist Sports Complex, Miller Recreation Center, Salisbury Civic Center

In order to provide for a safe and enjoyable experience, Salisbury Parks and Recreation has established certain restrictions regarding apparatuses in the park system. Specifically, the following identifies both permitted and prohibited apparatuses:

- Permitted apparatuses: Bounce houses and inflatables up to twenty (20) feet in height.
- Prohibited apparatuses: Trampolines, reverse bungee trampolines, water apparatus (dunk tanks, slip and slides, inflatable water slides, etc.), mechanical bulls and pony rides, non-kiddie rides, super amusement rides, trackless trains and privately owned amusement apparatus and/or amusement rides both mechanical and non-mechanical.

Bounce houses are limited to 20' x 20' in size, without water features and must be provided and powered by a vendor-supplied generator under 5KW. Salisbury Parks and Recreation does not provide generators.

Other vendor responsibilities:

- responsible for following manufacturers' guidelines with regard to installation and safe operation of all apparatuses
- apparatuses must be secured to prevent lifting, rolling, etc. in case of high winds
- apparatuses may not be secured to trees, benches, shelters or other park equipment or amenities
- shall provide an attendant, ages eighteen (18) or older for any apparatus; shall be covered by vendors insurance and will be present at all times during the operation of the apparatus
- generators may not be refueled on City Property and may not be plugged into park utilities
- shall be subject to reimbursement for any repairs resulting from damages caused by apparatus to City property or assets including, but not limited to, the installation, operation or disassembly of the same.

All required documents must be submitted to Salisbury Parks and Recreation Administrative Offices no less than fourteen (14) days prior to the shelter reservations date and/or special event. This will allow ample time for the City to process the documentation final bounce house approval.

The permittee must submit a Bounce House Request Letter (required) seeking permission to have a bounce house at their event. Salisbury Parks and Recreation can supply a form letter at the time an Application for Shelter Use Permit, Application for Special Event Permit, or Facility Reservations are made. The letter is not considered submitted until all required information is completed (including the vendor company chosen).

The permittee is responsible for ensuring their bounce house vendor submits the proper Certificate of Liability Insurance-CLI (required) to Salisbury Parks and Recreation Administrative Offices. An emailed copy of the CLI is acceptable and must be followed by an original through postal mail. Send email to play@salisburync.gov

The permittee is responsible for informing their selected bounce house vendor of the following City insurance requirements: the amount of Liability Coverage must be a minimum of \$1,000,000.00. The City must be named as Additional Insured and a Certificate Holder as follows: City of Salisbury, Attn: Salisbury Parks and Recreation, 217 S. Main St., Salisbury, NC. 28144. If you have any questions in regards to insurance requirements, please contact Salisbury Parks and Recreation at 704-216-PLAY (7529). It is the responsibility of the permittee to ensure the above requirements are completed. Permittee understands that failure to do so will result in denial of the bounce house request.

Permittee will be notified of final bounce house approval by Salisbury Parks and Recreation via phone after the required documents are approved.

Any organization, community group or individual providing an inflatable bounce house apparatus without prior permit approval through Salisbury Parks and Recreation will be subject to the following:

- immediate removal of the inflatable apparatus
- immediate termination of the applicable Shelter Use Permit, Special Event Permit and/or Facility Reservation
- immediate termination of the event and must leave the park grounds or facility premises
- possible banishment from all City parks and recreation facilities for a period of time up to but not limited to one (1) calendar year from the date of violation

I have received a copy of this document and will adhere to and comply with all requirements herein:

Signature of Permittee

Print Name

Date